

Kansas Certified Medication Aide

Sponsor and Instructor Manual

**Health Occupations Credentialing
Bureau of Child Care and Health Facilities
Kansas Department of Health and Environment
1000 S.W. Jackson, Suite 200
Topeka, Kansas 66612-1365
(785) 296-0058**

February 2011

TABLE OF CONTENTS

Introduction	3
Medication Aide 75-Hour Course	
Course Requirements	3
Course Delivery	5
Certified Medication Aide Test	10
Certification	12
Kansas Nurse Aide Registry (KNAR)	13
Miscellaneous	14
Medication Aide Continuing Education	
Course Requirements	15
Course Delivery	16
Updating the KNAR.....	19
Miscellaneous	20
List of Required forms to download from www.kdheks.gov/hoc	21
APPENDICES:	
Certified Medication Aide Test Manual	24
Certified Medication Aide Test Manual, Section A for Sponsors and Instructors.....	25
Test Security Attestation	27
Certified Medication Aide Test Manual, Section B for Proctors of the CMA Test	28
Test Number Inventory Form	31

Note: This manual contains the essential information for sponsors, coordinators, instructors and test proctors of the Kansas State Certified Medication Aide training program. Coordinators and instructors share joint responsibility for compliance with regulations and policies regarding the training program. A copy of this manual and the corresponding regulations should be downloaded from www.kdheks.gov/hoc by each person who has any responsibility in a Kansas State CMA training course.

INTRODUCTION

Medication aide training in Kansas

The medication aide program in Kansas is administered by the Department of Health and Environment, Health Occupations Credentialing (HOC) and includes a 75-hour course and test. Upon successful completion of the course and test, a certificate is issued which is valid for two years. To continue being eligible for employment, the medication aide must successfully complete a 10-hour continuing education course as described in regulation, every two years. If the medication aide fails to complete the continuing education course during the two years that the medication aide is certified, the medication aide may complete the continuing education course within three years of the eligibility. After that, the aide must successfully complete the 75-hour course and test to regain employment eligibility.

The training regulations for medication aides include KAR 28-39-169a through KAR 28-39-169c. The regulations may be downloaded by visiting www.kdheks.gov/hoc and clicking on regulations. Instructors should be sure students know how to access the website, regulations and resources.

75-HOUR MEDICATION AIDE COURSE

COURSE REQUIREMENTS

Who may take the course?

The student must be

- a nurse aide with a Kansas certificate who can provide verification of certification, or
- a qualified mental retardation professional (QMRP) who can provide verification of employment as a QMRP. QMRP medication aides may administer medications only to residents in an intermediate care facility for the mentally retarded.

- The student who is a nurse aide must be screened and tested for reading comprehension at an eighth grade reading level prior to enrolling in the course. The QMRP does not need to be tested for reading.

Course sponsors must be:

post-secondary schools under the jurisdiction of the

- state board of regents
- state-operated institutions for the mentally retarded
- professional health care associations approved by the licensing agency

CMA Instructor Requirements

Instructors must meet the following requirements:

- Registered Nurse with current Kansas license, and
- 2 years of clinical experience as a registered nurse

A copy of the instructor approval notice should be retained by the instructor and a copy given to each sponsor conducting the training to show compliance with state laws.

Note: The Instructor Application (available separately at website) may be submitted separately or may accompany the application for approval of the course.

Clinical Sites

Clinical sites must be:

- licensed adult care homes
- licensed hospital distinct-part long term care units
- state-operated institutions for the mentally retarded for those who are only eligible to work in an intermediate care facility for the mentally retarded.

Clinical training in assisted living or residential health care facilities

The clinical portion of a medication aide course is usually held in a nursing facility or a distinct-part long-term care unit of a hospital. The clinical portion of a medication aide course may be held in an assisted living or residential health care facility if the full range of clinical tasks and experiences necessary for training are available at the assisted living facility or residential health care facility, or provided in cooperation with a nursing facility.

When submitting an Application for Approval of Training Course which shows an assisted living facility or residential care facility as the clinical site, there must be written assurance from the sponsor that the performance evaluation tasks will be available to be experienced during the clinical portion of the course.

COURSE DELIVERY

Who is responsible?

Course sponsors and course instructors carry a **joint** responsibility in fulfilling training requirements under state regulations. Each approved instructor for a medication aide training program is the primary person responsible for conducting training and assuring competency of trainees. Failure to fulfill any of these responsibilities could result in disciplinary action against either the course sponsor or the approved course instructor or concurrent disciplinary action against both the sponsor and the approved instructor as described in K.A.R. 28-39-169a.

Number of instructors

There are instances where the course responsibilities are shared between two or more instructors, regardless of the number of students. This practice is acceptable, providing that the reason for having more than one instructor is identified by the sponsor, as well as how the responsibilities will be coordinated. One instructor must be designated as “lead” instructor to fulfill overall teaching responsibilities. Additional instructors must be approved by the department, and the course application must reflect the additional instructors.

Note: The department requires no more than **6 students per one instructor** in the clinical setting.

Supplemental instructors

Qualified ancillary health professionals may be selected by the approved instructor to assist in conducting training for medication aides. For example, a Kansas licensed pharmacist actively working in the pharmacy field may assist the instructor by conducting a portion of the training. Any

person providing training does so under the direct supervision of the approved course instructor.

Students may be supervised for clinical experience by a licensed nurse on the staff of the adult care home where the clinical **practice** is taking place. The clinical performance as the student administers medications is evaluated by the instructor.

Note: The instructor should be present and easily accessible to trainees at all times during instruction. Use of qualified ancillary health professionals is for enhancement of the course instruction and is not to be substituted for the primary responsibilities of the approved course instructor.

What information is covered in the course?

The Kansas certified medication aide curriculum focuses on the geriatric population in an adult long term-care, versus acute medical care, setting. The blueprint for the curriculum serves as the basis for the state-developed standardized test.

The curriculum includes information in the following areas:

- current drug classification, action, use, side effects, adverse reactions, interactions and nursing care for medications used to treat commonly recurring health conditions affecting body systems
- administering prescribed medications, monitoring oxygen therapy and applying non-sterile dressings
- legal, ethical and current practice
- communication
- documentation

The instructor is responsible for updating the curriculum with additional or new information.

Curriculum

The Kansas certified medication aide curriculum must be used to develop medication aide courses. The subject content provides skills information and provides opportunity for an instructor to modify the

training program as necessary in response to perceived trainee learning needs.

How to obtain the curriculum

The Kansas certified medication aide curriculum can be obtained by downloading the document from www.kdheks.gov/hoc, and may be printed and distributed as needed. The required forms listed in the manual and appendices should be downloaded from the website. Sponsors and instructors should check the website occasionally for the most current forms.

Text books

There is no required text for the medication aide training program; however, any supplementary text(s) used for the course should have been revised within the last five years to reflect current acceptable practices and must be noted on the course application.

Although not required, it is beneficial to students to have a copy of the Kansas certified medication aide curriculum to use as reference, both in class and in their future work.

Course approval process

The approval process includes the following steps:

- Sponsor or instructor completes the **Application for Approval of Training**.
- HOC reviews the application and approves, disapproves or returns the application requesting additional information.
- If the course is approved, a course approval number is assigned. An approval notice is sent with the course approval number.
- If the course is disapproved, the application is returned to the sponsor.

Careful completion helps reduce delays in processing. An application must be submitted to the department at least three weeks prior to the beginning date of each course and must be approved prior to offering the course. **As a matter of quality assurance and fairness, those course applications not meeting this time frame will be returned for new (later) start dates.**

Why is a course approval number important?

The course approval notice with the course approval number should be retained by the instructor. This course approval number should be referenced on all correspondence with the department regarding a particular class.

Didactic/classroom and clinical instruction

The course consists of 75 hours of instruction: didactic/laboratory and clinical sessions. The clinical component must include a minimum of 25 hours.

Note: Any change in class hours, dates, content, instructors, classroom or clinical sites must be **prior** approved by the department.

Class environment

The classroom studies should be provided in a classroom environment with appropriate equipment (white boards, audio-visual supplies, projectors, etc.) for the instruction of the trainees. In licensed adult care homes where state-approved training courses are scheduled, there must be a separate, designated closed area for the classroom instruction.

Class times must be within reasonable limits: no more than 8 hours per day of instruction with lunchtime and breaks provided. Students may not be in facilities past 9:00 p.m.

Laboratory settings

Clinical laboratories for trainee practice and performance include the use of a vacant resident room or simulated laboratory setting. Such settings afford the trainee opportunity to observe instructor demonstrations and give return demonstrations of the specific skills studied in the didactic/classroom setting. The laboratory setting allows the instructor to observe and measure trainee performance prior to assigning clinical duties.

General delivery of the training course

The approved instructor is responsible for ensuring that the delivery of the didactic/classroom and clinical training is appropriate. If the approved course instructor is a full-time staff member or Director of Nursing (DON) in the adult care home where the course is taught, a designated licensed nurse should assume the regular staff duties of the approved

instructor during the times of didactic/classroom and clinical instruction. **There can be no delegation of the instructor's duties, and the DON must not teach while performing duties as DON.** The approved instructor must be on site and easily accessible to the trainees at all times during scheduled course instruction hours.

Throughout the training course, there should be a combination of didactic/classroom theory and a practice of the tasks and skills learned in the supervised laboratory. **The more supervised practice the instructor can provide, the more competence and confidence the trainee will achieve in the training program.**

Demonstration of competency: Performance Evaluations

Upon completion of the didactic/laboratory sessions of the medication aide training program, the instructor evaluates each trainee's performance using performance evaluations developed by the instructor. Sample evaluations appear in the curriculum.

The student must satisfactorily **demonstrate/simulate/describe** all tasks to the approved instructor prior to administering medications to residents. Instructors must observe satisfactory completion of each task.

Not all medication administration skills can be demonstrated by trainees in a clinical setting. The instructor should allow students to complete as many different skills with the residents as possible in the clinical setting.

The summary evaluation (in the curriculum) must be completed for each student.

Challenging the test

*For questions regarding equivalency, call:
Betty Domer 296-1250 or
Mary Flin: 296-0058*

Some individuals who are deemed to have equivalent training may challenge the test. An approved instructor of the **Kansas course** shall evaluate the training for equivalency. Before applying for equivalency, each person shall be a Kansas certified nurse aide and meet one of the following:

- The person is currently credentialed to administer medication and is in good standing in another state. The instructor shall confirm competence in the administration of medications, applying non-sterile dressings; legal, ethical and current practice; communication and documentation; and clinical experience administering medications.
 - The person is currently enrolled in an accredited practical or professional nursing program and has successfully completed a course of study in pharmacology with a grade of C or better.
 - The person is currently licensed or has been licensed as a licensed mental health technician within 24 months from the date of application with no pending or current disciplinary actions against the individual's license.
 - The person whose license is inactive but who has been licensed within 24 months from the date of application as a licensed practical nurse or a licensed registered nurse with no pending or current disciplinary actions against the individual's license.
-

CERTIFIED MEDICATION AIDE TEST

Test requirements

See also test manual, attestation and inventory form, included. Anyone who has any responsibility for the tests must sign and submit the attestation, and all program staff should download and maintain current copies of manuals.

Students may take the test no more than two times before they must repeat the course to qualify to test again. Students who repeat the course will have two more attempts to complete the test. The course may be repeated as often as desired.

Students challenging the test have one opportunity to pass the test. If the test is not passed on the first attempt, the student must successfully complete the 75-hour medication aide course to qualify to test again.

Test blueprint

The state test is timed and contains 85 multiple-choice questions. Each trainee has one and one-half hours in which to complete the test. The test is designed to measure knowledge in the following areas:

- current drug classification, action, use, side effects, adverse reactions, interactions and nursing care for medications used to treat commonly recurring health conditions affecting body systems
- administering prescribed medications and monitoring oxygen therapy and applying non-sterile dressings
- legal, ethical and current practice
- communication
- documentation

Written Test

Inventory forms should be filled out and submitted early in January, May and September of each year, as well as anytime there is a change in proctor or administrator.

The written test for the medication aide course is provided to the sponsor by the department. Sponsors must request copies of the test from KDHE. The test consists of 85 questions. The student should be given one and one-half hours to complete the test. The pass score for each of the three forms of the test is 65. Forms should be rotated as noted in the test manual.

The sponsor assumes responsibility for the security of the tests. The sponsor will notify KDHE immediately upon noticing a damaged, lost or missing test booklet. The sponsor may request replacement/additional copies from KDHE. **(See Attestation and Inventory Form.)**

The sponsor assures that the test materials will be maintained in a secure and confidential manner at all times. (See Test Manual.) The sponsor must not discuss the content of the tests with anyone. **The instructor may not review or proctor the tests.** If notification is received by KDHE of valid complaints against you, or you fail to meet the responsibilities assigned to sponsors, your test administration privileges may be terminated. You will be notified of any complaints filed against you and given an opportunity to respond to the issues of the complaint. The sponsor will decide when the test is to be given and will **assign a proctor to give the test.** **The Test Administration Manual for Proctors of the Medication Aide Test** (included) outlines the test administration procedures. The sponsor must provide an answer sheet for the test and the instructions for

its use. The sponsor will be responsible for scoring the test.

Disabilities

Any candidate who has a:

- physical disability
- learning disability
- psychological disability

which may require a reasonable accommodation to take the state test should make arrangements with the sponsor. The candidate must have performed in a satisfactory manner in both the didactic/classroom/theory and lab/clinical settings of the course, and successfully completed the performance evaluations. The candidates may not have the test read to them.

Language provisions

No oral tests are allowed for the medication aide tests. The student must demonstrate reading ability to be allowed to enroll in the course.

The state test is available in only the English language. **NOTE:** Any candidate for whom English is a second language may use a bilingual language dictionary during the state test. **Computer dictionaries and medical dictionaries are prohibited.**

CERTIFICATION

What must be submitted to HOC

The instructor/sponsor must submit:

- **Signed and completed 75-Hour Medication Aide Roster** (www.kdheks.gov/hoc)
- **Signed and completed 75-Hour Medication Aide Application Form(s)** (website)
- **\$20.00 non-refundable fee for each student**

Rosters

It is the responsibility of the course instructor/sponsor to assure that all candidates listed on the roster have met all the requirements for the training course and passed the written test. Therefore, the roster must be signed by the

course instructor/sponsor, not other agency personnel, and sent to KDHE.

What happens when the test and course are successfully completed?

Candidates whose names appear on the roster as having successfully completed the course and the test will be mailed a certificate.

On average, it takes two weeks from the time the roster has been received for the department to print the certificates. Certificates are then mailed to those whose names appear on the roster. **Individuals should allow 15 days to lapse from the date the roster was submitted before calling the department** to check the status of the certificate. After 15 days, certificate status calls may be directed to 785-296-0060.

What happens if the course is not successfully completed?

If a candidate fails the course, the candidate must retake the course before taking the test. **The name should not be included on the roster.**

KANSAS NURSE AIDE REGISTRY (KNAR)

The KNAR is a federally mandated program that tracks employment and training for aides in Kansas. A unique aide identification number is issued to each candidate who has successfully completed the requirements for certification as a nurse aide. The identification number that is assigned to an individual by the department identifies the individual in all training programs (i.e., certified nurse aide, certified medication aide and certified home health aide).

Abuse, Neglect, and Exploitation

The KNAR includes any information which prohibits an aide from working in an adult care home. Each adult care home must contact the registry prior to hiring a nurse aide or a medication aide. The facility may NOT employ a person with an administrative confirmation on the registry of a finding of abuse, neglect, or exploitation of a resident recorded after April 1, 1992 or persons prohibited due to certain findings on a criminal record check.

Employment eligibility

CMAs are eligible for employment for 24 months

following the date the certificate is issued. They must maintain current eligibility for employment as a CNA to work as a CMA.

To remain eligible to work as a CMA, the CMA must complete ten hours of continuing education as specified in KAR 28-39-169c. The successful completion of the continuing education will allow the CMA to be eligible to work an additional two years. The CMA must take a continuing education course within every two year period to remain eligible to work. If the certificate lapses, the CMA has a three year period (from the expiration date of the certificate) in which to take a continuing education course to reinstate the certificate. The CMA may not work if the certificate has expired. After the certificate has been expired three years, the CMA must successfully pass the 75-hour course and test to become eligible for employment.

Explanation should be given to all students regarding the continuing education requirement for CMAs. Once the paperwork indicating successful completion of continuing education is submitted, HOC will record it on the computer system. Two weeks before the expiration date of the certificate, the CMA will be mailed a new certificate. It is very important that the CMAs provide HOC with current addresses so that the certificate will be received.

Important points to convey to students

Instructors should assure that students:

- perform only those tasks for which they are competent.
- know that they **MUST** contact KDHE (785-296-0060) whenever they move.
- understand the continuing education requirements.

**MISCELLANEOUS
Instructor information
update**

State-approved instructors are reminded of their responsibility to update their personal instructor

record with HOC whenever there is a change in mailing address, business or home telephone number, or legal change in name.

Distance learning technologies (DLT)

The department has developed guidelines for conducting medication aide training using distance learning technologies (DLT). The guidelines require that the first two courses be done on a pilot basis. The sponsor must submit a DLT proposal for approval by the department in addition to the course approval form. The guidelines are available at www.kdheks.gov/hoc, or by calling 785-296-0058.

Web-based instruction

The sponsor must submit a proposal for approval by the department in addition to the course approval form. The first two courses submitted by a particular sponsor, if approved, will be done on a pilot basis.

**MEDICATION AIDE
CONTINUING
EDUCATION**

COURSE REQUIREMENTS

Who may take the course?

The student must:

- be a certified medication aide with a certificate that was issued sometime in the past five years.

Who may sponsor a course?

Course sponsors must be:

- post-secondary schools under the jurisdiction of the state board of regents.
- adult care homes.
- licensed hospital distinct-part long-term care units.
- state-operated institutions for the mentally retarded.
- professional health care associations approved by the licensing agency.

Instructor requirements

An instructor must have the following qualifications:

- Registered Nurse with current Kansas license, and
- 2 years of clinical experience as a registered nurse.

A copy of the approved instructor application should be retained by the instructor and a copy given to each sponsor conducting the training to show compliance with state laws.

NOTE: The Instructor Application

(www.kdheks.gov/hoc) may be submitted separately or may accompany the application for approval of the course.

COURSE DELIVERY

Who is responsible?

Course sponsors and course instructors carry a **joint** responsibility in fulfilling training requirements under state regulations. Each approved instructor for a medication aide training program is the primary person responsible for conducting training and assuring competency of trainees. Failure to fulfill any of these responsibilities could result in disciplinary action against either the course sponsor or the approved course instructor or concurrent disciplinary action against both the sponsor and the approved instructor as described in K.A.R. 28-39-169c.

Number of instructors

There are instances where the course responsibilities are shared between two or more instructors, regardless of the number of students. This practice is acceptable, provided that the reason for having more than one instructor is identified by the sponsor, as well as how the responsibilities will be coordinated. One instructor must be designated as “lead” instructor to fulfill overall teaching responsibilities. Additional instructors must be approved by the department, and the course application must reflect the additional instructors.

Supplemental instructors

Qualified ancillary health professionals may be selected by the approved instructor to assist in conducting training for medication aides. For example, a Kansas licensed pharmacist actively working in the pharmacy field may assist the instructor by conducting a portion of the training. Any person providing training does so under the direct supervision of the approved course instructor.

NOTE: The instructor should be present and easily accessible to trainees at all times during instruction. Use of qualified ancillary health professionals is for enhancement of the course instruction and is not to be substituted for the primary responsibilities of the approved course instructor.

What information is covered in the continuing education course?

The content is specified in K.A.R. 28-39-169c(b)(1). The topic(s) may be chosen from the following list:

- new classes of drugs and new drugs
- new uses of drugs
- new methods of administering drugs
- alternative treatments such as herbs, acupuncture, interaction with traditional drugs
- documentation

Curriculum

The curriculum is developed by the instructor based on the topics listed above.

Course Approval Process

Applications for Approval of Training Courses go through the following process:

- Sponsor or instructor completes the **Application for Approval of Training Course** (www.kdheks.gov/hoc) and submits it to HOC at least three weeks prior to the start date of the course.
- HOC reviews the application and approves, disapproves or returns the application requesting additional information.
- If the course is approved, a course approval number is assigned. A copy of the approval notice is returned to the sponsor with the course approval number.
- If the course is disapproved, the application is returned to the sponsor.

Careful completion of paperwork helps reduce delays in processing.

An application must be submitted to the department **at least three weeks prior** to the beginning date of each course and must be approved prior to offering

the course. As a matter of quality assurance and fairness, those course applications not meeting this time frame will be returned for new (later) start dates.

Why is a course approval number important?

A copy of the approval notice with the course approval number should be retained by the instructor. This course approval number should be referenced on all correspondence with the department regarding a particular class.

Didactic/classroom and clinical instruction

The course consists of a minimum of 10 hours of instruction.

NOTE: Any change in class dates, instructors, classroom or clinical sites must be prior approved by the department.

Class environment

The classroom studies should be provided in a classroom environment with appropriate equipment (white boards, audio-visual supplies, projectors, etc.) for the instruction of the trainees. In licensed adult care homes where state-approved training courses are scheduled, there must be a separate, designated closed area for the classroom instruction.

Class times must be within reasonable limits: no more than 8 hours per day of instruction with lunchtime and breaks provided. Students may not be in facilities past 9:00 pm.

Laboratory settings

Clinical laboratories for trainee practice and performance include the use of a vacant resident room or simulated laboratory setting. Such settings afford the trainee opportunity to observe instructor demonstrations and give return demonstrations of the specific skills studied in the didactic/classroom setting.

General delivery of the training course

The approved instructor is responsible for ensuring that the delivery of the training is appropriate. If the approved course instructor is a full-time staff member or Director of Nursing (DON) in the adult care home where the course is taught, a designated licensed nurse should assume the regular staff duties of the

approved instructor during the times of instruction. There can be no delegation of the instructor's duties, and the DON must not teach while performing duties as DON.

Equivalent training

The sponsor/instructor will evaluate nursing student's training and, if deemed equivalent, may submit documentation of training.

College credits or vocational training may be approved as substantially equivalent if the course content is substantially equivalent to the topic(s) listed in regulation K.A.R. 28-39-169c(b)(1):

- new classes of drugs and new drugs
- new uses of drugs
- new methods of administering drugs
- alternative treatments such as herbs, acupuncture, interaction with traditional drugs
- safety and administration of drugs
- documentation

UPDATING THE KNAR

What must be submitted to HOC

For students who have successfully completed the course, the instructor/sponsor must submit:

- **Medication Aide Continuation Education Instruction Roster** (www.kdheks.gov/hoc)
- **Medication Aide Continuing Education Renewal Application Form(s)** (website)
- **\$20.00 non-refundable fee** for each candidate

Rosters

It is the responsibility of the course instructor/sponsor to assure that all candidates listed on the roster have met all the requirements for the training course. Therefore, the roster must be signed by the course instructor/sponsor, not other agency personnel, and sent to KDHE.

What happens if the course is successfully completed?

Once the paperwork indicating successful completion of continuing education is submitted, HOC will record it on the computer system. Two weeks before the expiration date of the certificate, a new certificate will be mailed to the CMA. It is very important that the

	CMAAs provide HOC with current addresses so that the new certificate will be received.
What happens if the course is not successfully completed?	The name of the student should not be included on the roster.
Employment eligibility	<p>CMAAs are eligible for employment for 24 months following the date the certificate is issued. Both CMA and CNA certificates must be active and in good standing for the aide to work as a medication aide.</p> <p>To remain eligible to work as a CMA, the CMA must complete ten hours of continuing education as specified in K.A.R. 28-39-169(c). The successful completion of the continuing education will allow the CMA to be eligible to work an additional two years. The CMA must take a continuing education course within every two year period to remain eligible to work. If the certificate lapses, the CMA has a three year grace period in which to take the continuing education course to reinstate the certificate. After the certificate has been expired three years, the CMA must successfully pass the 75-hour course and test to become eligible for employment.</p> <p>Explanation should be given to all students regarding the continuing education requirement for CMAAs.</p>
Important points to convey to students	<p>Instructors should assure that students:</p> <ul style="list-style-type: none"> • know that they must contact KDHE (785-296-0060) whenever they move. • understand the continuing education requirements.
MISCELLANEOUS	
Instructor information update	State-approved instructors are reminded of their responsibility to update their personal instructor record with HOC whenever there is a change in mailing address, business or home telephone number, or legal change in name.
Distance learning	The department has developed guidelines for

technologies (DLT) conducting medication aide training using distance learning technologies (DLT). The guidelines require that the first two courses be done on a pilot basis. The sponsor must submit a DLT proposal for approval by the department in addition to the course approval form. DLT guidelines are available at www.kdheks.gov/hoc.

Web-based instruction Guidelines have been developed for conducting medication aide continuing education by web. Web-based instruction guidelines are available at www.kdheks.gov/hoc.

LIST OF REQUIRED FORMS

The following forms should be downloaded from www.kdheks.gov/hoc. Sponsors and instructors should check the website occasionally to be sure you have the most current versions.

- **Kansas Regulations:** KAR 28-29-169a through KAR 28-39-169c
- **Instructor Application for CNA, CMA and HHA Training Courses**
- **Application for Approval of Training Course**
- **75-Hour Certified Medication Aide Instructor Roster**
- **75-Hour Certified Medication Aide Application Form**
- **Certified Medication Aide Continuing Education Instructor Roster**
- **Documentation of Training for Certified Medication Aide Renewal Application**

APPENDICES

CERTIFIED MEDICATION AIDE TEST MANUAL

February 2011

Health Occupations Credentialing
Kansas Department of Health and Environment
Curtis Building, Suite 200
1000 S.W. Jackson
Topeka, Kansas 66612-1365
785-296-0058

SECTION A

INSTRUCTIONS FOR SPONSORS AND INSTRUCTORS OF THE CERTIFIED MEDICATION AIDE TEST

TEST REQUIREMENTS

Students who have successfully completed the course may take the test no more than two times before they must repeat the course to qualify to test again. Students who repeat the course will have two more attempts to complete the test. The course may be repeated as often as desired.

Students challenging the test have one opportunity to pass the test. If the test is not passed on the first attempt, the student must successfully complete the course to qualify to test again.

DISABILITIES

Any candidate who has a:

- physical disability
- learning disability
- psychological disability

which may require a reasonable accommodation to take the state test should make arrangements with the sponsor/instructor. The candidate must have performed in a satisfactory manner in both the didactic/classroom/theory and laboratory/clinical settings of the course and successfully completed the performance evaluations. The candidates may **not** have the test read to them.

LANGUAGE PROVISIONS

No oral tests are allowed for the certified medication aide tests. The student must demonstrate reading ability to be allowed to enroll in the course.

The state test is available in only the English language. **NOTE:** Any candidate for whom English is a second language may use a bilingual language dictionary during the state test. **Computer dictionaries and medical dictionaries are prohibited.**

ADMINISTRATION AND SCORING OF THE TESTS

The reusable test booklets and scoring keys for the certified medication aide course are provided to the sponsor/instructor by the department.

The sponsor/instructor assumes responsibility for the security of the test booklets and the scoring keys. The test materials must be maintained in a secure and confidential manner at all times. The sponsor/instructor must not discuss the test content with anyone. **Anyone who works with the administration of the tests, including sponsors/instructors and proctors, will sign an attestation that they understand and agree to comply with the test security requirements.** If notification is received by KDHE of valid complaints against the sponsor/instructor, the test administration privileges may be terminated. The sponsor/instructor will be notified of any complaints filed and given an opportunity to respond to the issues of the complaint.

A form is included in this manual for use in maintaining test security. **This form should be submitted 3 times yearly by the sponsor: January, April and September. It should also be submitted anytime there is a change in proctor or administrator.** The intent of this form is to ensure that both sponsors of programs and KDHE/HOC always know where every copy of the State test is, that it is secure and accounted for, and that all who have responsibility for the tests have submitted attestations regarding test security. Changes in proctors should be noted on the form, however, any changes in program staff should also be immediately reported to the department.

The written test consists of 85 questions. The student should be given one and one-half hours to complete the test. There are 3 forms of the test, and the forms should be rotated for security purposes. For example, if tests are given once each month, Form 1 would be used the first month, Form 2 the second month, and Form 3 the third month. Students who re-test are to be given a different test form.

The sponsor/instructor will decide when the test will be given and assign a proctor to give the test. Section B, Instructions for Proctors, is included in this manual.

The sponsor/instructor must provide an answer sheet for the test and will be responsible for scoring the test. The pass score for each form is 65.

ATTESTATION

All who have responsibility for tests need to submit this form to KDHE/Health Occupations Credentialing.

I agree to the following test security measures:

1. I will secure the certified medication aide tests and keys to ensure confidentiality.
2. I will release the tests from this secured place only for the administration of the test.
3. I will assure that the tests will not be reviewed except at test time by the individuals taking the test.
4. I will return the tests to the designated secure place following testing. (Briefcases and car trunks should not be considered secure locations.)
5. I will notify HOC of missing tests and/or the need for replacement tests. Damaged tests will be returned to HOC to be destroyed.
6. I will notify HOC if the person named below is no longer responsible for the tests and the name of the person responsible. (Each person who handles the tests must sign an attestation, and when you are no longer responsible for tests, the department should be notified so that we may note the attestation.)
7. I will complete the Test Number Inventory Form in January, April and September and submit it to HOC. (Included in manual)

I understand that failure to meet the responsibilities outlined above may result in termination of test administration privileges.

Name

Signature

Date

Name of Sponsoring Entity

Address

I will need _____ copies of each form of the medication aide tests.

Please send this form to:

Mary Flin, Education Coordinator; Health Occupations Credentialing
1000 S.W. Jackson, Suite 200; Topeka, Kansas 66612
Fax: 785-296-3075; mflin@kdheks.gov

SECTION B

**INSTRUCTIONS FOR PROCTORS
OF THE CERTIFIED MEDICATION AIDE TESTS**

February 2011

Health Occupations Credentialing
Kansas Department of Health and Environment
Curtis Building, Suite 200
1000 S.W. Jackson
Topeka, Kansas 66612-1365
785-296-0058

INTRODUCTION

The proctor's role is an important part of the success of the medication aide certification process. Your responsibilities and duties help the department to meet state requirements. The Kansas Department of Health and Environment (KDHE) certifies approximately 1,300 medication aides annually. In administering the test, the proctor helps meet the staffing needs of long-term care facilities across the state of Kansas.

RESPONSIBILITIES OF THE PROCTOR

The proctor assures that the examination materials will be maintained in a secure and confidential manner at all times. All proctors must have submitted the attestation regarding test security. Test booklets are to be locked in a secure place with access **ONLY** by the proctor or a designated agent of KDHE. The tests are released from this secured place only for the administration of the test. They should not be stored in briefcases or cars longer than is necessary to transport them to and from a testing site.

The proctor will:

- a) administer the tests.
- b) arrange the room to accommodate candidate seating so that adequate space is provided between candidates to avoid the possibility of cheating. A table for the proctor's use must be provided for distributing, maintaining and collecting test materials. The testing site should be one of reasonable comfort with minimal distractions.
- c) remain in the room, monitoring the testing process throughout the test. Proctors will note and report any significant instances of testing irregularity.
- d) adhere to the scheduled time for the test. The proctor will allow one hour and 30 minutes for the test.
- e) assure that the tests will not be reviewed except at test time by individuals taking the test.
- f) complete the Test Inventory Form each January, April and September and submit it to HOC.
- g) return damaged tests to HOC to be destroyed and request replacement tests. The numbers of the replacement tests should be recorded on the Test Inventory Form.

ADMINISTRATION

There are 3 forms of the test, and the forms should be rotated for security purposes. For example, if tests are given once each month, Form 1 would be used the first month, Form 2 the second month, and Form 3 the third month. Students who re-test are to be given a different test form.

Carefully read the instruction in quotation marks to the candidates. Allow time for questions.

1. "Remove all materials from your desk." Hand the candidate a test booklet and an answer sheet.
2. "Please do not discuss the questions on the test with anyone."
3. "At the completion of each test, return the test booklet and answer sheet to the proctor."

PRE-TEST INSTRUCTIONS

1. "Respect the other candidates and test procedures. No talking to anyone during the test."
2. "If you need to go to the restroom or get a drink, leave everything on the table. Go and come as quietly as possible. Only one candidate may leave the room at a time."
3. "When you finish the test, bring the test booklet and answer sheet to me. If two candidates are already at the table, wait to turn in your materials."
4. "You will have one hour and 30 minutes to complete the test."
5. "Are there any questions?"

PROCEDURES DURING THE TEST

During the test, the proctor will:

1. WALK AMONG CANDIDATES
2. CANDIDATE REST ROOM PRIVILEGES - Only one candidate may leave the room at a time for rest room or water fountain privileges. (The proctor provides directions for locating restrooms and water fountains in close proximity to the test room.) Do not allow the candidate to take anything with them from the room nor return with anything.

PROCEDURE TO BE DONE AT THE END OF THE TEST

At the conclusion of the test, the proctor assures that:

____ Candidates return the test booklets and answer sheets and leave the room quietly.

Kansas Certified Medication Aide Test Number Inventory Form

Name, Address, Phone and Email of Proctor who inventoried tests (Print):

Please inventory tests in January, May and September of each year, and any time there is a change in proctor. Please remember that any new proctor, and anyone else who has contact with State tests, must sign a security attestation and send it to Mary Flin, Education Coordinator, at the above address. The security of State certification tests is vital to the integrity of training programs. Thank you for helping us maintain security by returning this form and completing all attestations at the appropriate times. (Please check each number. Do not assume by the first and last number that all are there. Note that all damaged tests need to be returned to the above address to be destroyed.)

Test form and numbers: eg. Form 11-1, 100001- 100010.	Test form and numbers: eg. Form 11-2....	Test form and numbers: eg. Form 11-3....	Address where tests are being kept secured	Please note any returned or received test numbers since last inventory.	Date of Inventory	Initials of proctor signing off on inventory

Please send this form to:

Mary Flin, Education Coordinator; Health Occupations Credentialing
1000 S.W. Jackson, Suite 200; Topeka, Kansas 66612
Fax: 785-296-3075; mflin@kdheks.gov